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ELEMENTARY SCHOOL REGISTER

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INDIANA ELEMENTARY ATTENDANCE
and
SCHOLARSHIP RECORD

with Report Forms Required by State Law and by The State Board of Education

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STATE LAWS GOVERNING ATTENDANCE

Section numbers refer to Section in School Laws of Indiana, 1946. Acts of the General Assembly shown, or as found in Burns Rev. Stat. of 1933 and Supplement of 1949 thereto.

¶ 10-34. **Reports.** To enable the trustees to make reports which are required of them by this act, the teacher of each school, whether in township, town or city, shall, at the expiration of the term of the school for which such teacher shall have been employed, furnish a complete report to the proper trustee, verified by affidavit, showing the length of the school term, in days; the number of teachers employed, male and female, and their daily compensation; the number of pupils admitted during the term, distinguishing between males and females, and between the ages of six and twenty-one years; the average attendance; books used and branches taught, and the number of pupils engaged in the study of each branch. Until such report shall have been so filed, such trustee shall not pay more than seventy-five per centum of the wages of such teacher for his or her services. (Burns Ind. Stat., sec. 28-4313.)

¶ 24-14. **School Attendance Record. 11.** An accurate daily record of the attendance of all children between the ages of seven and sixteen years shall be kept by the teacher of every public and other school and such record shall at all times be open to the inspection of attendance and school officials and agents of the industrial board of Indiana, and every such teacher shall fully answer all inquiries lawfully made by such attendance and school officials and such agents of the industrial board of Indiana. (Burns Ind. Stat., sec. 28-511.)

¶ 24-61. **Pages in legislature—Absence not recorded.** For the time any pupil enrolled in any of the public schools of the state shall be acting as a page in the general assembly of the state of Indiana, he or she shall not be recorded on the records of the school as being absent, and for each day of service as a page, as shown by the certificate of the secretary of the senate or the chief clerk of the house of representatives, he shall be recorded on the records of his or her school as being in attendance at such school. (Burns Ind. Rev. Stat., sec. 28-537.)

¶ 24-6. **Compulsory Attendance Age—Exemption from Attendance Based on Physician's Certificate—Provisions for Children Physically Defective—Juvenile Court.** 5. Unless otherwise provided herein, every child between the ages of seven and sixteen years shall attend public school, or other school taught in the English language which is open to the inspection of local and state attendance and school officers; and such child shall attend such school each year during the entire time the public schools are in session in the school district in which such child resides. The school superintendent of any attendance district may make or have made an examination of any or all children between the ages of seven and sixteen years and may exclude or excuse from school any child found mentally or physically unfit for school attendance, provided such exclusion or excuse is approved and certified to by a physician in good standing, and providing further that such exclusion or excuse shall be valid for not longer than the school year during which it is issued: Provided, That no pupil or minor shall be compelled to submit to medical examination or treatment under authority of this section whose parent or guardian objects to the same. Such objection shall be made by written and signed statement delivered to the pupil's teacher or to any person who might conduct such examination or treatment in the absence of such objection. Every principal and teacher in every public or other school which is attended by one or more minors between the ages of seven and sixteen years shall furnish, on the request of the superintendent of the attendance district wherein such school is located, a list of names, addresses and ages of all minors attending such school and shall further report immediately to such superintendent the name, address and date of withdrawal of every such minor under sixteen years of age withdrawing from such school and shall also immediately report to such superintendent the name and address of every such pupil absent from school without lawful excuse.

Provided, If a child, otherwise subject to the provisions of this act, shall by reason of deafness or partial deafness, or of blindness, or partial blindness, be unable to secure in the school named a proper education by use of the sense of hearing, or of the sense of sight, the parent, guardian, or other person having the control or charge of such children shall cause them between seven and eighteen years of age to attend the Indiana state school for the deaf, or the Indiana state school for the blind, during the full scholastic terms of said schools, unless discharged therefrom by the board of trustees of either of said schools; and the employment under the provisions of this act of any of said children between the ages of seven and eighteen years during the school terms of said schools respectively is hereby prohibited unless a certificate of discharge issued by the superintendent of either of said schools be presented as herein provided. Provided, That no such child shall be employed contrary to the provisions of the law concerning the employment of minors in industry. Application for admission of such children to schools, respectively, shall be made out in the usual form and passed upon by the board of trustees of said respective schools, and no child shall be permitted to enter either of said schools until the application shall have been accepted by the proper board of trustees, and upon the rejection of any child's application by either of said boards neither such child nor its parent, guardian, or other person having control or charge of it, shall thereafter, in respect of such child, be subject to the provisions of this act, until such child's application shall be accepted: Provided, further, That the judge of the court having juvenile jurisdiction may suspend the provisions of this act in cases of juvenile delinquents and incorrigibles whenever, in his judgment, the welfare of any child warrants such action. (Burns Ind. Stat., sec. 28-505.)

¶ 24-8. **School for religious instruction.** If it is the wish of the parent, guardian or other person having control or legal custody of any child, that such child attend, for a period or periods to be determined by the local principal or superintendent of schools and not exceeding in the aggregate one hundred and twenty (120) minutes in any week, a school for religious instruction, conducted and maintained, either in whole or in part, by the use of any public funds raised by taxation; such child upon written request of the parent, guardian or other person having legal custody may be permitted to attend such school for religious instruction and such permission shall be valid for not longer than the school year during which it is issued. Such school for religious instruction shall maintain records of attendance which shall at all times be open to the inspection of the public school attendance officers. Attendance at such school for religious instruction shall be given the same attendance credit as at the public school. (Acts 1943, ch. 225, sec. 1, p. 660. Burns Ind. Rev. Stat. Supp. 1943.)

¶ 24-9. **Employment Certificates—Age Limit.** 6. Any child over fourteen and under sixteen years of age who has completed the work of the first eight grades of the public school or its equivalent may be permitted to withdraw from school upon the issuing to such child of a lawful employment certificate. Any child so permitted to withdraw from school shall return to school within five days after the termination of the employment for which such employment certificate was issued. No child, holding a lawful employment certificate at the time this act goes into effect, shall be required to reenter

school because of any increase in educational or age standards for the issuance of employment certificates contained in this section. (Burns Ind. Stat., sec. 28-506.)

¶ 24-10. **Attendance in Part-Time and Full-Time Schools.** 7. Any child attending public school who has not completed the sixth grade by the age of fourteen years may be required to attend a part-time school for full-time work or to attend a special full-time school which any school corporation is hereby authorized to organize. (Burns Ind. Stat., sec. 28-507.)

¶ 24-13. **Parent and Guardian Responsible.** 8. Every parent and guardian of any minor child or ward shall be held legally responsible for any violation of this act by such child or ward, unless such parent or guardian is not a party to such violation. . . . (Burns Ind. Stat., sec. 28-508.)

¶ 24-11. **Confirmed Truant.** 9. Any child subject to the provisions of this act who habitually absents itself from school may on petition or recommendation of the attendance officer and school superintendent of its school district, be tried by the judge of any Juvenile, Circuit, or Superior Court, and may be declared by such court, a confirmed truant and may be sentenced by the judge, if a boy, to the Indiana boys' school, or if a girl, to the Indiana girls' school, or to such other custodial institution within the state as the judge may designate, or to the care of a probation officer. (Burns Ind. Stat., sec. 28-509.)

¶ 24-15. **Temporary Aid for Poor Children.** 12. If any parent, guardian or other person having control or charge of any child subject to the provisions of this act, does not have sufficient means to furnish such child with books, school supplies, and clothing necessary to the attendance upon school, then the school corporation wherein such child resides shall furnish temporary aid for such purpose, which aid shall be allowed and repaid to such school corporation by the township overseer of the poor in the manner provided by law for the relief of the poor, upon presentation of an itemized statement of such temporary aid. (Burns Ind. Stat., sec. 28-512.)

¶ 24-21. **Employment of minors during school sessions.** No minor under the age of fourteen (14) years shall be employed or permitted to work in any gainful occupation other than farm labor or domestic service, or as a caddie to any person or persons who are engaged in playing the game of golf or as a carrier of newspapers. It shall be unlawful for any person, firm or corporation to employ or permit any minor to work in any occupation or service whatsoever during any of the hours when the common schools of the school corporation in which such minor resides are in session, contrary to the provisions of sec. 6 (sec. 28-506) of this act. (Acts 1941, ch. 51, sec. 2, p. 138. Burns Ind. Rev. Stat. Supp. 1943.)

¶ 24-22. **Employment of minors—Proof of qualifications—Issuing officer.** It shall be unlawful for any person, firm or corporation to hire or employ or permit any minor between the ages of fourteen (14) and eighteen (18) years to work in any gainful occupation until such person, firm or corporation shall have secured and placed on file in the office of such person, firm or corporation a certificate issued by the issuing officer, as hereinafter defined, of the school corporation in which said minor resides. Upon the request of any employer who desires to employ a minor who represents his or her age to be between eighteen (18) and twenty-one (21) years, it shall be the duty of the issuing officer to issue a certificate to such minor. Upon the request of any parent or guardian, the issuing officer shall have authority to issue permits for temporary absences for causes other than employment. The issuing officer in all cities and incorporated towns having boards of school trustees shall be the superintendent of the schools of such city or such incorporated town or some person designated by him in writing so to act, and in all other school corporations the issuing officer shall be the county superintendent of schools or some person or persons designated by him in writing so to act: Provided, That no school superintendent shall designate an issuing officer without the approval of the state attendance officer. In case of a vacancy in the superintendency of the schools of any such city or incorporated town, then during such vacancy, the president of the board of school trustees or the president of the board of school commissioners of such city or incorporated town or some one whom he shall designate, shall be the issuing officer thereof. No certificate shall be required for any minor between the ages of fourteen (14) and sixteen (16) years to perform farm labor or domestic service or to perform the duties or to work or act as a caddie to any person or persons who are engaged in playing the game of golf or as a carrier of newspapers, during the hours when schools of the school corporation in which such minors reside are not in session. The issuing officer of such school corporation or the person authorized by him in writing so to act shall issue such certificate, only to a minor whose employment is necessary and not prohibited by law, and only upon receipt of the following four (4) documents herein referred to as proof of age, proof of physical fitness, proof of schooling, and proof of prospective employment. (Detailed statement regarding these proofs omitted here. Burns Ind. Rev. Stat., sec. 28-519.)

SCHOOL ATTENDANCE ACT, 1949

Chapter 238, Acts of Indiana General Assembly 1949.

AN ACT concerning school attendance, providing penalties and declaring an emergency.

Be it enacted by the General Assembly of the State of Indiana:

¶ 1. As used in this act, the word "child" shall mean and include every child in the State of Indiana between the ages of seven and fifteen years inclusive, except:

(a) A child excused from school attendance under and by virtue of any other law of this state, but only during the time when such excuse is operative.

(b) A child who is physically or mentally incapacitated from attending school as evidenced by the certificate of a physician holding an unlimited license to practice medicine in Indiana.

¶ 2. As used in this act, the word "parent" shall mean and include the natural, adoptive and/or foster parents of any child, and/or any other person having the control or custody of any child.

¶ 3. As used in this act, the term "public school" shall mean and refer to the public day school which the child is entitled to attend.

¶ 4. As used in this act, the term "superintendent" shall mean and refer to the superintendent of schools having jurisdiction over the public school which the child is entitled to attend.

¶ 5. It shall be unlawful for any parent to fail, neglect or refuse to send any child to public school during the full term thereof, unless such parent shall demonstrate and show that such child is being provided with instruction equivalent to that given in such public school.

¶ 6. It shall be unlawful for any parent who shall fail, neglect or refuse to send a child to school by reason of mental or physical incapacity of said child, to fail, neglect or refuse to produce to any school attendance officer or superintendent, within twenty-four hours after demand therefor, the signed certificate of a physician holding an unlimited license to practice medicine in this state certifying to the existence of such mental or physical incapacity to attend school.

¶ 7. Any parent claiming to be providing instruction to a child equivalent to that provided by the public school, may be served with notice to appear before the superintendent to establish the equivalence of such instruction. The decision of

such superintendent shall be final for all purposes unless the parent shall within ten days thereafter file with the superintendent of public instruction, a request for a review of such decision. All proceedings before the superintendent of public instruction shall be had in accordance with the Administrative Adjudication Act of 1947, and all decisions by said superintendent shall have the effect as and shall be subject to judicial review in the manner as is prescribed in said act. The superintendent of public instruction may refer said matter to any employee under his control or direction for the hearing of evidence and making of proposed findings of fact. In the absence of any such notice to appear and proceedings thereon, the instruction provided by the parent in lieu of school attendance and claimed by such parent to be equivalent to that provided by the public school shall be prima facie presumed to be equivalent.

¶ 8. The respective attendance officers of this state shall enforce this act.

¶ 9. Any parent violating any provision of this act shall be deemed guilty of a misdemeanor and shall be fined in any sum not to exceed five hundred dollars, to which may be added imprisonment for not more than six months.

¶ 10. All laws or parts of laws in conflict herewith are hereby repealed, but only to the extent of any such conflict.

¶ 11. Whereas an emergency exists for the immediate taking effect of this act, the same shall be in full force and effect from and after its passage.

STATE LAWS CONCERNING THE DISTRIBUTION OF SCHOOL FUNDS

(The following sections of the Indiana School Finance Law pertain to the reporting of school attendance.)

Chapter 247 Acts of Indiana General Assembly 1949.

AN ACT concerning the public schools of the State of Indiana, setting up standards, prescribing the manner of distribution of state funds to schools, making certain appropriations, prescribing powers and duties of certain boards in connection with the conduct of the schools, repealing all laws in conflict herewith, and declaring an emergency.

Be it enacted by the General Assembly of the State of Indiana:

¶ 1. It shall be the purpose of this act, in accordance with the Constitution of Indiana, to promote the best interests of all the children of this state by distributing to local school corporations certain amounts of money to aid in financing a program of education to be known as the minimum foundation program of education. It shall be the established policy of the State of Indiana to assist local school corporations in making it possible for every child within such local school corporations to have access to such minimum foundation program.

It shall be the duty of the state superintendent of public instruction to make recommendations concerning the provisions of this act, and such recommendations shall be acted upon by the State Board of Education in all matters to which such recommendations pertain, and such action shall take the form of approval, rejection, or amendment by said board. The state superintendent of public instruction shall be the administrator of the provisions of this act, subject in all cases to the provisions hereof.

¶ 6. The number of units for which a public school corporation may qualify for state support as provided in this act, for the first eight grades, shall be one unit for each thirty pupils in average daily attendance in any one school corporation, and for grades nine to twelve inclusive, shall be one unit for each twenty-seven pupils in average daily attendance in any one school corporation. If in determining the number of units in the first eight grades of any one school corporation and in grades nine to twelve inclusive in any corporation, there remains a major fraction of pupils, then that corporation may have an additional unit for such major fraction in grades one to eight and/or for such major fraction in grades nine to twelve. The method of determining the average daily attendance and the instances in which additional emergency units or fractions thereof for tuition or special purposes may be granted shall be prescribed by the Commission on General Education and shall be uniform throughout the state.

The Commission on General Education shall make necessary rules and regulations to supplement the provisions of this act with reference to determining and verifying the names, numbers, terms, and salaries of instructors for the purposes of this act, the number of units for which each school corporation is entitled to payment, and for computing the average minimum salary of all the instructors of each school corporation. All computations of salaries as referred to in section 2 hereof shall be made in accordance with the terms of the minimum salary law of the state.

The Commission on General Education also shall determine by uniform rule, applicable throughout the state, when and under what conditions both as to the basis of distribution and the local taxing effort required the services of principals, supervisors, and superintendents shall be deemed to constitute units under this act.

The Commission on General Education shall prescribe the requirements and standards for commissioned and certified schools, and the various school corporations shall be deemed to be eligible to receive the various amounts of money to be distributed under this act in accordance with whether the school corporation holds a commission or a certificate issued by the Commission on General Education, and the failure, refusal, or inability of the school corporations within any county to avail themselves of a law enabling the creation of a county school corporation shall in no wise decrease, alter, or change the amount of money that would at any time thereafter be distributed by the state to a county school corporation which would include the school townships of the county in the event such county school corporation is at any time hereafter formed in such county.

The Commission on General Education of the State Board of Education shall make rules and regulations to govern the amount, payment and receipt of transfer tuition monies between school corporations and by the state to school corporations taking into consideration all the factors herein referred to in connection with payments to be made by the state under this act or any other act that may provide for distributions of state funds. Provided that nothing in this act shall be construed to repeal the existing statutes concerning the authority of local school officials in making transfer of pupils from one school corporation to another, nor shall existing statutes concerning the manner of computing the total amount of transfer tuition that shall be charged by the school corporation to which such pupils are transferred be repealed. If any school shall be in session for eight and one-half months, then the distribution for said schools shall be proportionately reduced, but no school shall be eligible for state funds under the provisions of this act if the term of school shall be less than eight months.

INSTRUCTIONS FOR KEEPING THE SCHOOL REGISTER

The register is the basic record for all attendance and scholarship reports. This record is required by law in Indiana and should be accurate and complete. The required reports should be made promptly and with care. Records and reports that are inaccurate and incomplete are of little value. The attendance record should be made daily. Make all entries in ink. Follow directions carefully. Sample pages 10-11 will help you follow directions.

I. ENROLLING THE PUPIL. The following information should be secured and entered in the register on the day that a pupil enrolls in school. (1) Full name of the pupil; (2) source of the pupil (see directions below for coding source); (3) grade in which the pupil is placed; (4) date of birth; (5) name of parent or guardian; (6) address of parent or guardian; (7) name of the corporation of which the pupil is resident; (8) date enrolled; (9) if the pupil does not reside in the local school corporation but is transferred from another corporation the number preceding his name should be encircled.

The date on which the pupil is enrolled should be marked with [E]. If the pupil enrolls after the first day of school a line should be drawn through the days of the attendance period during which he is not enrolled. In entering the names on the roll the pupils should be grouped by grades if there is more than one grade in the room. Boys and girls may be grouped separately also.

All pupils should be continued on the roll until the end of the school year or until they have been legally withdrawn or transferred. All pupils between 7 and 16 years of age belonging to the school should be enrolled unless legally exempted.

II. SOURCE. This column shows the source from which the pupil is received. If this school is the first school in Indiana attended by the pupil he is an original entry and should be coded [O] in the source column. If a pupil has been enrolled in another school in the corporation or another room in this school during this school year and has been transferred to this room, the source should be coded [IT] (internal transfer). If the pupil has been enrolled in a school in another school corporation in Indiana during the school year, the source should be coded [ET] (external transfer). Pupils received from another state should be recorded as original entries and the source should be coded [Ox].

III. RECORDING ATTENDANCE. The attendance record provides space for either a four, six, eight, or nine weeks' attendance period. (See page 9 for further instructions concerning the use of the Register for attendance periods of different lengths.) There are sufficient pages in the register for a maximum school year of ten months. The beginning and end of the attendance period should be recorded by month, day, and year. The date of each day in the period should be written in blank spaces under the days of the weeks. The number of days school is in session should include only days that the school is actually open. Holidays and other days during the period when the school is closed should not be counted. These days should be marked off the register by writing the reason for closing the school in the space under the day and drawing a line through the remainder of the space. (See model for Labor Day and State Teacher's Convention.) Pupils should be counted in attendance only on days when school is actually in operation. The practice of counting all pupils present on holidays and other days when school is closed is not desirable. If a pupil is in attendance during the school day and is not tardy the space for the day following his name will be blank.

IV. RECORDING ABSENCE. If a pupil is absent from the forenoon session only, the record for that day should be marked [⧵], with the cause indicated. (See code for cause of absence below.) If the pupil is absent from the afternoon session only, the record for that day should be marked [⧸] with the cause of absence indicated. If the pupil is absent all day, the record should be marked [⊠] with the cause of absence indicated. Causes for absence should be coded as follows: 1 = illness; 2 = excused for other reasons such as inclement weather, bad roads, death in the family, etc.; 3 = temporary permit issued by superintendent; 4 = truancy; 5 = parental neglect. Example: a record marked [⊠] indicates that the pupil was absent all day on account of illness; a record marked [⊠] indicates that the pupil was truant in the forenoon; etc.

V. RECORDING TARDIES. Pupils tardy in the morning should be marked [•]. Pupils tardy in the afternoon should be marked [•]. Pupils arriving late because of delayed transportation should not be marked tardy.

VI. WITHDRAWALS. If a pupil has permanently withdrawn from school the record should be marked [L] under the day the pupil withdraws. If a pupil withdraws temporarily under a work permit, or is exempted from attendance for some other reason by the superintendent of schools, the record should be marked [Wt] under the day the pupil withdraws.

If the pupil transfers to another school in this school corporation or to another room in this school, the record should be marked [Ti] under the day pupil withdraws. If the pupil transfers to another school corporation in Indiana the record should be marked [Te] under the day the pupil withdraws. If the pupil moves out of the state the record should be marked [Tx] under the day the pupil withdraws. A line should be drawn through the days of the attendance period following the day of withdrawal. If a pupil who was temporarily withdrawn reenters school the record should be marked [R] under the day the pupil reenters.

The destination of all permanent withdrawals and transfers should be recorded in the column marked "Withdrawals" on page 33. The superintendent or the attendance officer should be notified immediately of all withdrawals and transfers.

VII. SUMMARY OF ATTENDANCE. At the end of the attendance period the total days enrolled, days attended, days absence and times tardy should be entered on the record for each pupil and the columns totaled at the bottom of the page. A pupil should remain on the roll until legally withdrawn from the school or room. Temporary withdrawals should be limited to work permits or other valid exemptions and only on notice from the superintendent of schools or the attendance officer. The practice of marking a pupil temporarily withdrawn after a short period of excused absence is not desirable. All pupils of compulsory school age belonging to the school should be enrolled. The pupil should be counted as attending only when the school is actually in session. If the pupil is absent half of a school day, the day should be counted as one-half day attended. The number of days attended plus the number of days absence should equal the number of days enrolled. If it is desired to keep the record of boys and girls separate the totals for each may be written in at the bottom of the attendance record under the appropriate columns.

At the end of each semester a Final Summary of Attendance should be entered. The totals for this record is the sum of the totals of the attendance periods for all pupils enrolled during the semester. This is an important record for it is the pupil's attendance record for the year. All entries and computations on the attendance record should be accurate and complete.

VIII. SUMMARY OF SCHOLARSHIP. A mark in each subject carried by the pupil may be recorded for the attendance period. These marks should be the same as reported to parents. The following marking system is recommended: A = Superior work, B = Above average work, C = Average work, D = Below average work but passing, F = Failure. Blank spaces are left in the scholarship record in which to enter the names of the various subjects carried by the pupils. Recording of marks for each attendance period is optional and may be omitted if other provisions are made for keeping a record of scholarship. At the end of each semester, a final mark in each subject should be recorded. At the end of the first semester one of the blanks for "Summary of Attendance and Scholarship" may be used. For the second semester the "Final Summary of Attendance and Scholarship", page 32, should be used.

IX. SUMMARY OF CODE SYMBOLS. For the convenience of the teacher all of the code symbols recommended in the preceding directions are summarized:

(i) (encircled number) = non-resident pupil.

SOURCE

O = original entry.

IT = received by transfer from within the corporation.

ET = received by transfer from another school corporation in Indiana.

Ox = received by transfer from another state (recorded as an original entry).

E = date enrolled. Should be placed after the pupil's name under the day enrolled and line drawn through the preceding days of the attendance period.

ATTENDANCE

☐ = (blank square)—full day's attendance and not tardy.

◪ = absent for the forenoon session.

◩ = absent for the afternoon session.

☒ = absent all day.

☒ = absent for illness.

☒ = excused absence other than illness.

☒ = absent on temporary permit issued by the superintendent.

☒ = truant.

☒ = absent because of parental neglect.

☐• = tardy in the morning.

•☐ = tardy in the afternoon.

WITHDRAWALS

L = permanent withdrawal.

Wt = temporary withdrawal.

Ti = transferred to another school or room in the corporation.

Te = transferred to another school corporation in Indiana.

Tx = transferred out of state.

R = reentry after temporary withdrawals.

The above symbols should be placed after the pupil's name under the date of withdrawal and a line drawn through the remaining days of the attendance period. The destination of withdrawals should be recorded on page 33.

SCHOLARSHIP

A = superior work.

B = good work—above average.

C = average work.

D = below average work but passing.

F = not passing.

INSTRUCTIONS FOR MAKING REPORTS

Blanks for the following reports are provided in the register. The data for these reports should be taken directly from the register records. The reports should be made promptly and accurately. Page numbers refer to pages in register.

I. INITIAL REPORT ON ENROLLMENT. (p. 39) This report should be made to the superintendent at the end of the second week of school. It provides the superintendent and attendance officer with the data to check attendance and enrollment of the pupils of school age residing in the school corporation. It is also the basis of reports on enrollment to the State Department of Public Instruction.

II. PERIODIC REPORTS OF ATTENDANCE. (p. 43) This report is made to the superintendent or principal at the end of each attendance period. Nine copies of this form are provided in duplicate. The duplicate copy of each report should remain in the Register. The data for these reports are taken directly from the register and should check with the

enrollment record and with the totals recorded at the bottom of the register page. The names of pupils who entered or withdrew during the period should be recorded on the reverse side of the record. The names of pupils illegally absent with the cause of absence should also be recorded on the reverse side of the record. **Average daily attendance** is found by dividing Total Days Attended by Number of Days of School. **Per Cent of Attendance** is found by dividing Total Days Attended by Total Days Enrolled.

III. FINAL REPORT ON ATTENDANCE. (p. 61) This report is the summary of attendance for the school year. The totals for Days Enrolled, Days Attended, Days Absence, and Times Tardy are secured by summing the totals for all of the attendance periods. These totals should equal the sum of the totals of the Final Summary of Attendance for each of the semesters. The form for this report is also provided in duplicate on page 61. The duplicate copy should be retained in the Register.

Number of Pupils Enrolled should include all pupils on the roll at any time during the school year. The number of pupils received from each source should be carefully counted. The sum of the sources should equal total enrollment. Withdrawals and transfers out should be counted and classified by types. Total enrollment less total withdrawals and transfers out should equal the number of pupils on the roll at the end of the year.

Average Daily Attendance is found by dividing the Total Days Attended for the year by the Number of Days School was in operation for the year. Only days that school actually was open and in operation should be counted.

Per Cent of Attendance is found by dividing Total Days Attended for the year by Total Days Enrolled for the year. All computations should be checked. The **Enrollment by Grades** is required by the State Department of Public Instruction. All pupils enrolled in any grade during the year should be counted.

Teacher's Report on Average Monthly Enrollment. An act of the General Assembly of 1939 makes it necessary that transfer tuition costs be computed on the basis of the average monthly enrollment, the same to be obtained by adding together the enrollment on the first day of each month and dividing such total by the number of school months in the school year. A form has been provided for these schools which obtain transfer pupils and have to make reports of this nature, on pages 62 and 64. This should be filled in as a part of the teacher's final report on attendance, so that some of our administrative officials may properly compute the cost.

IV. REPORT OF THE AGGREGATE ATTENDANCE. (p. 65) This report is to be made near the close of October and March of each school year as directed by the Superintendent. It is the basis for determining the apportionment of state school funds and should be made with care. Follow the rules explicitly. A duplicate copy of these forms is provided on page 67. The duplicate copies of these reports should be left in the register.

Rules adopted by the State Board of Education for reporting the attendance of pupils enrolled in grades 1-12 in the public schools of Indiana for the purpose of determining the number of elementary and high school units for which a corporation shall receive tuition support, according to Chapter 247 of the Acts of the 1949 General Assembly. (Tuition Support Law.)

1. The period for determining the average daily attendance for the first half of the school year shall be the days when school is in actual operation from the beginning of the school year to October 31 inclusive. The period for determining average daily attendance for the second half of the school year shall be the days when school is in actual operation from November 1 to March 15 inclusive, or from the beginning of the second semester to March 31 inclusive. (See rules 18 and 19 under Section V.)
2. The aggregate attendance of all pupils enrolled in the pupil schools of a corporation in grades 1-8 inclusive and the aggregate attendance of pupils enrolled in the public schools of a corporation in grades 9-12 inclusive for the above period should be reported as it is recorded on the teacher's register. The attendance of transferred pupils is to be reported on the form on the back of the teacher's aggregate attendance report. (See pp. 66 and 68.)
3. The attendance during any part of a school day of the pupils enrolled for the entire school day should be counted as a full day's attendance for this report.
4. The average daily attendance should be determined by dividing the aggregate attendance for the above period by the number of days school was in operation during that period. 50/100 or more in the quotient in the total should be considered an additional pupil. No attendance should be included on days when regular classes were not conducted, such as holidays, teachers' institute days, tournament days, etc.
5. The attendance of pupils enrolled in classes below the first grade, such as Kindergarten, and in classes above the 12th grade, such as Post Graduate, should not be included.
6. In case an epidemic caused your attendance to fall below normal, report the attendance exactly as recorded on the teacher's register and by letter accompanying the report, point out the factors which in your mind caused the attendance to fall below normal. If it is found that such factors are considered legitimate reasons for an adjustment the attendance in your corporation will be based on the normal attendance which prevailed in the entire state during the past year.
7. Attendance reports for city or town school corporations should be sent to the State Department by the respective City or Town Superintendent. Attendance reports for townships or for other school corporations under his supervision should be sent to the State Department by the County Superintendent.
8. No report can be accepted and used as a basis for the distribution unless the proper legal signatures have been affixed.

V. RULES FOR REPORTING ATTENDANCE. According to Chapter 247 of the 1949 Acts of the General Assembly.

(This report is to be made by the superintendent on Forms 30 and 31 which are furnished by the State Department of Public Instruction.)

The following rules governing the reporting of attendance for purposes of distributing state school support have been adopted by the State Board of Education.

ATTENDANCE

Rule 18. The period for determining the average daily attendance for the first half of the school year shall be the days when school is in actual operation from the beginning of the school year to October 31 inclusive.

Rule 19. The period for determining the average daily attendance for the second half of the school year shall be the days when school is in actual operation from November 1 to March 15, inclusive. Provided, that if a school corporation would be entitled to more units by filing a report on attendance from the beginning of the second semester of the year to March 31, inclusive, such report may be used as the basis for determining teaching units for the second half of the school year.

Rule 20. The aggregate attendance of all pupils enrolled in the public schools of a corporation in grades 1 to 8 and 9 to 12, inclusive, for the above periods should be reported.

Rule 21. The attendance during any part of a school day should be counted as a full day's attendance for this report if and when facilities are provided for a full day's attendance.

Rule 22. The average daily attendance shall be determined by dividing the aggregate attendance for the above period by the number of days school was in operation during that period.

Rule 23. Fifty one-hundredths or more in the quotient should be considered an additional pupil. No attendance should be included on days when regular classes were not conducted, such as holidays, teachers' institute days, county fair days, etc.

Rule 24. The attendance of pupils enrolled in classes below the first grade, such as kindergarten and in classes above the 12th grade, such as post-graduate, shall not be counted in computing average daily attendance for obtaining tuition support and state school relief. Units of state support shall be granted only for the average daily attendance of pupils attending grades 1 to 12 inclusive, in which grades the courses of study prescribed by the General Commission of the Indiana State Board of Education are followed. Pupils attending kindergarten or taking post-graduate courses shall not be included in any reports filed, or in any computations made, for the purpose of ascertaining units of average daily attendance.

Rule 25. Attendance reports for city or town school corporations shall be sent to the state department by the respective city or town superintendents. Attendance reports for the townships or for other school corporations under his supervision shall be sent to the State Department by the county superintendent.

Rule 26. The average daily attendance of a non-resident pupil shall not be credited to the corporation that conducts the school attended unless the pupil has a legal transfer. A legal transfer is one issued through the proper school officials or where full payment has been made by the parent or guardian.

Rule 74. The average daily attendance as reported from the first day of school to November 1 and the number of units determined therefrom shall become the basis for the distribution for the second semester of that school year. Provided, that any school corporation, which has had a sufficient increase in the average daily attendance in the second semester, as determined by Rule 19 which would increase the number of units above that allowed for the first semester, shall be permitted to report the average daily attendance for the second semester.

Rule 83. Elementary and high school pupils who attend the Indiana State Fair on the day designated by the Indiana State Fair Board as Education Day shall be counted as present in school attendance if school has been convened on or prior to this day.

EVENING CLASSES

Rule 62. Be it Resolved, that to prescribe a program of evening classes for persons who have passed the high school age; and to provide for reimbursement to local school corporations maintaining evening classes:

a. That local school corporations shall be reimbursed for evening classes on the same basis as local school corporations are reimbursed for regular school classes, i.e., one-half unit of tuition support for each unit of average daily attendance per semester. Average daily attendance may be counted separately or as an addition to regular day school average daily attendance. Report of average daily attendance shall be added to Form 30 or 31, by the State Department from the final report of evening classes.

b. Students shall not be enrolled in regular day school classes and evening classes during the same period of time. The local school administrators shall have the authority to grant permission to individuals to enroll in evening classes.

c. All classes shall be conducted by legally licensed teachers.

d. The local school administration is charged with the responsibility of determining when each student has completed the amount of time and work necessary for a unit of credit.

e. All classes will be subject to inspection by the Inspection Division of the State Department of Public Instruction.

f. The local school corporation shall make an annual report to the State Superintendent of Public Instruction on forms already prescribed for the regular classes.

SUMMER SCHOOL

Rule 70. The average daily attendance shall be computed by dividing the aggregate clock hours of classroom instruction of all pupils by two hundred ninety-two (292). (Seventy-three (73) clock hours is the minimum for each credit earned.) (Time spent outside of class cannot be counted.)

Rule 71. The average daily attendance shall be added to the next report, Form 30.

FINAL REPORT OF AGGREGATE ATTENDANCE OF PUPILS. (p. 69 in Indiana School Register)

This report should be made at the end of the school year for each elementary school grade and for each high school. Elementary school reports should be filed with the principal who should check them and forward all the reports for the school to the Superintendent of Schools. If the school does not have a principal, the teacher may file the report directly with the Superintendent. For the high schools the report may be made by the principal or the clerk in charge of attendance.

All pupils who have attended the school at any time during the school year should be reported. Care should be taken to indicate clearly the residence of the pupil in Columns 6 and 7 since this report is used for purposes of determining transfer tuition and as a check on the distribution of State School Funds.

In determining the number of days present, only those days in which the pupil was actually in school should be counted. Do not count attendance on days when school is not actually in operation, such as holidays, teachers' institute days, county or state fair days, etc. In Section 9 (p. 70) only those days

in which the school was open and actually in operation should be included. Attendance of a pupil during any part of a school day should be reported as a full day.

A duplicate copy of the report (p. 71) should be made and retained in the register.

VI. TERM END REPORT. (pp. 73, 75) This report gives the attendance and scholarship of each pupil for the semester and should be made to the principal or the superintendent. It is a duplicate of the Final Summary of Attendance and Scholarship. Pupils who withdraw before the end of the semester and who do not receive final marks should be marked withdrawn, in the space for marks. All pupils who fail or are conditionally promoted should be indicated on the report and the cause of failure or conditional promotion stated. Two forms of this report are provided. The first report should be for the first half of the school year and the second report should be for the second half of the school year.

THE INDIANA SCHOOL REGISTER MAY BE USED FOR GRADING AND REPORT PERIODS OF DIFFERENT LENGTHS

The INDIANA SCHOOL REGISTER is designed to meet the requirements for record and report forms for schools organized for **four weeks', six weeks', eight weeks'**, or **nine weeks'** grading and report periods. The maximum length of school year which it will accommodate is ten months.

The following instructions should be followed for using the Register for grading and report periods of different lengths:

1. **Four Weeks'** Grading and Report Periods.
   Use four weeks on pg. 12. Use pg. 13 for Summary of Attendance and Scholarship for this period.
   Use four weeks on pg. 14. Use pg. 15 for Summary of Attendance and Scholarship for this period.
   Use four weeks on pg. 16. Use pg. 17 for Summary of Attendance and Scholarship for this period.
   Use four weeks on pg. 18. Use pg. 19 for Summary of Attendance and Scholarship for this period.
   Repeat this sequence for the second semester, beginning on pg. 22.

2. **Six Weeks'** Grading and Report Periods.
   Use six weeks on pg. 12. Use pg. 13 for Summary of Attendance and Scholarship for this period.
   Use six weeks on pg. 14. Use pg. 15 for Summary of Attendance and Scholarship for this period.
   Use six weeks on pg. 16. Use pg. 17 for Summary of Attendance and Scholarship for this period.
   Repeat this sequence for the second semester, beginning on pg. 22.

3. **Eight Weeks'** Grading and Report Periods.
   Use six weeks on pg. 12 and the first two weeks on pg. 14 for the first eight weeks.
   Use pg. 15 for the Summary of Attendance and Scholarship for this period.
   Use six weeks on pg. 16 and the first two weeks on pg. 18 for the second eight weeks.
   Use pg. 19 for the Summary of Attendance and Scholarship for this period.
   Repeat this sequence for the second semester, beginning on pg. 22.

4. **Nine Weeks'** Grading and Report Periods.
   Use six weeks on pg. 12 and the first three weeks on pg. 14 for the first nine weeks.
   Use pg. 15 for the Summary of Attendance and Scholarship for this period.
   Use six weeks on pg. 16 and the first three weeks on pg. 18 for the second nine weeks. Use pg. 19 for the Summary of Attendance and Scholarship for this period.

   Repeat this sequence for the second semester, beginning on pg. 22.

In each case, if the pupils' names are not rewritten at the beginning of the second semester, do not tear off the strip along the left-hand side of pg. 22.

Attendance and
Scholarship Record

Attendance from Sept. 5 to Oct. 13 1933.

	LAST FIRST MIDDLE	SOURCE	GRADE	M 4	T 5	W 6	Th 7	F 8	M 11	T 12	W 13	Th 14	F 15	M 18	T 19	W 20	Th 21	F 22	M 25	T 26	W 27	Th 28	F 29	M 2	T 3	W 4	Th 5	F 6	M 9	T 10	W 11	Th 12	F 13
1	Adams, Harry David	O	3		E					•				•													X	X					
2	Coy, John Allen	O	3		E																												
3	Dodd, Thomas	O	3		E																												
4	Long, James Perry	O	3		—	—	—		E																								
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11	Allen, Clara Jane	O	3		E														X	WT	—	—	—	—	—	—	—	—	R				
12	Johnson, Mildred	IT	3		—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	E					•	•			
13	Strong, Alma Marie	O	3		E																												
14	Young, Mary Louise	O	3		E																		Tx	—	—	—	—	—	—	—	—	—	
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21	Boyd, Donald	ET	4		—	—	—	—	—	—	—	—	—	E																			
22	Clark, Allen Wilson	O	4		E								X																				
23	Engel, Paul Anson	O	4		E								X																				
24	Main, Joseph Paul	O	4		E																												
25	Strong, William James	O	4		E									X	X	X	X	X															
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31	Andrews, Bertha Marie	Ox	4		—	—	—	—	—	—	—	—	—	—	—	—	—	—	E														
32	Dodd, Ellen	O	4		E																												
33	Harmon, Carol	O	4		E																												
34	Todd, Helen Louise	O	4		E													Ti	—	—	—	—	—	—	—	—	—	—	—	—	—	—	
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Labor Day

Mrs. Deacon Associates

Total

Summary of Attendance and Scholarship

	Days Enrolled	Days Present	Days Absent	Times Tardy	Language Arts	Reading	Oral & Writ. Exp.	Writing	Spelling	Social Studies	History	Geography	Civics	Mathematics	Elem. Science	Health	Physical Educ.	Practical Arts	Home Econ.	Agriculture	Indust. Arts	Fine Arts	Music	Art			
1	27	25	2	2																							
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Attendance and Scholarship Record

Attendance from August 30, to October 8, 1954

	LAST	FIRST	MIDDLE	SOURCE	GRADE	M 30	T 31	W 1	Th 2	F 3	M 6	T 7	W 8	Th 9	F 10	M 13	T 14	W 15	Th 16	F 17	M 20	T 21	W 22	Th 23	F 24	M 27	T 28	W 29	Th 30	F 1	M 4	T 5	W 6	Th 7	F 8
1	Alson	Danny	Glenn	O	1	E																													
2	Axen	Karen	Beth	O	1	E																													
3	Brouhard	Dicky	Bill	O	1	E																													
4	Burton	Joyce	Marie	O	1	E																													
5	Clapp	Steven		O	1	E																													
6	Gluth	Earl	Charles	O	1	E																													
7	Graf	William		O	1	E																													
8	Gratner	Robert		O	1	E																													
9	Hall	Judith	Ann	O	1	E																													
10	Hoeferlin	John	William	O	1	E																													
11	Kosta	Karen	Sue	O	1	E																													
12	McCarty	Bill		O	1	E																													
13	Pullin	Carol	Ann	O	1	E																													
14	Sigman	George	Joseph	O	1	E																													
15	Stevens	Linda	Jo	O	1	E																													
16	Howard	Sandra	Ann	O	1	E																													
17	Bretzinger	David	Frank	O	2	E																													
18	Brouhard	Malcolm			2	E																													
19	Cain	Michael	Steven	O	2	E																													
20	Cawby	Gwendolyn	Kay	O	2	E																													
21	Daniels	Roy			2	E																													
22	Gluth	Mary	Ann	O	2	E																													
23	Hall	Janelle		O	2	E																													
24	Harrington	Pamella	Ellen	O	2	E																													
25	Hoeferlin	Lynne	Marie	O	2	E																													
26	Jackson	Beverly	Ann		2	E																													
27	Leach	Wanda	Lou	O	2	E																													
28	Moore	Robert	Donald	O	2	E																													
29	Owsley	Bruce			2	E																													
30	Rusk	Mary	Mae	O	2	E																													
31	Savich	Marjory	Ann	O	2	E																													
32	Sigman	Linda	Jane	O	2	E																													
33	Steinke	Edward	Reuben	O	2	E																													
34	Stephenson	Ruth	Irene	O	2	E																													
35	Sysock	Christine		O	2	E																													
36	Tudor	Larry	Warren	O	2	E																													
37	Wagner	Beverly	Jean	O	2	E																													
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Labor Day

Total

29 days

Summary of Attendance and Scholarship

	Days Enrolled	Days Present	Days Absent	Times Tardy	Language Arts	Reading	Oral & Writ. Exp.	Writing	Spelling	Social Studies	History	Geography	Civics	Mathematics	Elem. Science	Health	Physical Educ.	Practical Arts	Home Econ.	Agriculture	Indust. Arts	Fine Arts	Music	Art			
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Attendance from _____ to _____

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Total

Summary of Attendance and Scholarship

	Days Enrolled	Days Present	Days Absent	Times Tardy	Language Arts	Reading	Oral & Writ. Exp.	Writing	Spelling	Social Studies	History	Geography	Civics	Mathematics	Elem. Science	Health	Physical Educ.	Practical Arts	Home Econ.	Agriculture	Indust. Arts	Fine Arts	Music	Art			
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Total

Summary of Attendance and Scholarship

	Days Enrolled	Days Present	Days Absent	Times Tardy	Language Arts	Reading	Oral & Writ. Exp.	Writing	Spelling	Social Studies	History	Geography	Civics	Mathematics	Elem. Science	Health	Physical Educ.	Practical Arts	Home Econ.	Agriculture	Indust. Arts	Fine Arts	Music	Art			
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Attendance from _____ to _____

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Total

Summary of Attendance and Scholarship

	Days Enrolled	Days Present	Days Absent	Times Tardy	Language Arts	Reading	Oral & Writ. Exp.	Writing	Spelling	Social Studies	History	Geography	Civics	Mathematics	Elem. Science	Health	Physical Educ.	Practical Arts	Home Econ.	Agriculture	Indust. Arts	Fine Arts	Music	Art			
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Total

Summary of Attendance and Scholarship

	Days Enrolled	Days Present	Days Absent	Times Tardy	Language Arts	Reading	Oral & Writ. Exp.	Writing	Spelling	Social Studies	History	Geography	Civics	Mathematics	Elem. Science	Health	Physical Educ.	Practical Arts	Home Econ.	Agriculture	Indust. Arts	Fine Arts	Music	Art			
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Tear off this sheet along perforated line unless pupils' names are to be rewritten for second semester.

Attendance and
Scholarship Record

Attendance from _____ to _____

	LAST	FIRST	MIDDLE	SOURCE	GRADE	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
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Total

Summary of Attendance and Scholarship

	Days Enrolled	Days Present	Days Absent	Times Tardy	Language Arts	Reading	Oral & Writ. Exp.	Writing	Spelling	Social Studies	History	Geography	Civics	Mathematics	Elem. Science	Health	Physical Educ.	Practical Arts	Home Econ.	Agriculture	Indust. Arts	Fine Arts	Music	Art			
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Attendance from _____ to _____

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Total

Summary of Attendance and Scholarship

	Days Enrolled	Days Present	Days Absent	Times Tardy	Language Arts	Reading	Oral & Writ. Exp.	Writing	Spelling	Social Studies	History	Geography	Civics	Mathematics	Elem. Science	Health	Physical Educ.	Practical Arts	Home Econ.	Agriculture	Indust. Arts	Fine Arts	Music	Art			
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Attendance from _____ to _____

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Total

Summary of Attendance and Scholarship

	Days Enrolled	Days Present	Days Absent	Times Tardy	Language Arts	Reading	Oral & Writ. Exp.	Writing	Spelling	Social Studies	History	Geography	Civics	Mathematics	Elem. Science	Health	Physical Educ.	Practical Arts	Home Econ.	Agriculture	Indust. Arts	Fine Arts	Music	Art			
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Attendance from ______________ to ______________

M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F

Total

Summary of Attendance and Scholarship

	Days Enrolled	Days Present	Days Absent	Times Tardy	Language Arts	Reading	Oral & writ. Exp.	Writing	Spelling	Social Studies	History	Geography	Civics	Mathematics	Elem. Science	Health	Physical Educ.	Practical Arts	Home Econ.	Agriculture	Indust. Arts	Fine Arts	Music	Art			
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Attendance from ______________ to ______________

M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F

Total

Summary of Attendance and Scholarship

	Days Enrolled	Days Present	Days Absent	Times Tardy	Language Arts	Reading	Oral & Writ. Exp.	Writing	Spelling	Social Studies	History	Geography	Civics	Mathematics	Elem. Science	Health	Physical Educ.	Practical Arts	Home Econ.	Agriculture	Indust. Arts	Fine Arts	Music	Art			
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Final Summary of Attendance and Scholarship

Days Enrolled	Days Present	Days Absent	Times Tardy	Language Arts	Reading	Oral & Writ. Exp.	Writing	Spelling	Social Studies	History	Geography	Civics	Mathematics	Elem. Science	Health	Physical Educ.	Practical Arts	Home Econ.	Agriculture	Indust. Arts	Fine Arts	Music	Art				Grade Next Term
				TOTAL																							

Miscellaneous Data on Pupil

	BIRTH DATE MO. DAY YR.	NAME OF PARENT OR GUARDIAN	ADDRESS	CORPORATION IN WHICH PUPIL HAS LEGAL RESIDENCE	DATE ENROLLED	WITHDRAWAL
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REGISTER OF VISITORS

DATE	NAME OF VISITOR	DATE	NAME OF VISITOR

Daily Class Program

(Office Copy)

TIME		LENGTH OF PERIOD	CLASS	SUBJECTS - RECITE OR STUDY					TEACHER	ROOM	TIME PER SUBJECT IN MINUTES WEEKLY	
FROM	TO			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			SCHEDULE	REQUIRED
INTERMISSION												
LUNCH HOUR												
INTERMISSION												
DISMISSAL												

Daily Class Program

(Office Copy)

TIME		LENGTH OF PERIOD	CLASS	SUBJECTS - RECITE OR STUDY					TEACHER	ROOM	TIME PER SUBJECT IN MINUTES WEEKLY	
FROM	TO			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			SCHEDULE	REQUIRED
INTERMISSION												
LUNCH HOUR												
INTERMISSION												
DISMISSAL												

Daily Class Program

(Teacher's Copy)

TIME		LENGTH OF PERIOD	CLASS	SUBJECTS - RECITE OR STUDY					TEACHER	ROOM	TIME PER SUBJECT IN MINUTES WEEKLY	
FROM	TO			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			SCHEDULE REQUIRED	
						INTERMISSION						
						LUNCH HOUR						
						INTERMISSION						
						DISMISSAL						

Daily Class Program

(Teacher's Copy)

TIME		LENGTH OF PERIOD	CLASS	SUBJECTS - RECITE OR STUDY					TEACHER	ROOM	TIME PER SUBJECT IN MINUTES WEEKLY	
FROM	TO			MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY			SCHEDULE REQUIRED	
						INTERMISSION						
						LUNCH HOUR						
						INTERMISSION						
						DISMISSAL						

TEACHER'S REPORT ON INITIAL ENROLLMENT

Corporation _____ School _____ Grades _____

Date _____ Principal _____

This report should be made to the Superintendent of Schools at the end of the second week of school.

	NAME OF PUPIL	SEX	DATE OF BIRTH	GRADE	NAME OF PARENT OR GUARDIAN	ADDRESS	CORPORATION OF WHICH PUPIL IS RESIDENT	DATE ENROLLED
1	Danny Glenn Olson		7/13/48					
2	Karen Beth Arp		4/13/48					
3	Dickey Bill		11/16/48					
4	Joyce Marie Burton		2/18/48					
5			7/6/48					
6			5-12-48					
7			10-10-47					
8			7-29-48					
9			8-19-48					
10			4-20-48					
11			11-20-48					
12			2-14-48					
13								
14			1/27/48					
15			9/28/48					
16			10/18/48					
17			3/22/47					
18			1/18/47					
19			8/28/47					
20			2/6/47					
21			5/27/47					
22			1/22/46					
23			2/25/47					
24			8/5/47					
25			12/20/46					
26			2/16/47					
27			8/3/47					
28			6/10/47					
29			7/25/47					
30			10/23/47					
31			9/7/47					
32			2/18/47					
33			7/3/47					

TEACHER'S REPORT ON INITIAL ENROLLMENT (Continued)

	NAME OF PUPIL	SEX	DATE OF BIRTH	GRADE	NAME OF PARENT OR GUARDIAN	ADDRESS	CORPORATION OF WHICH PUPIL IS RESIDENT	DATE ENROLLED
34			6/19/47					
35			7/23/47					
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ENROLLMENT BY GRADES

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS															
GIRLS															
TOTAL															

(Duplicate for teacher to retain in Register.)

TEACHER'S REPORT ON INITIAL ENROLLMENT

Corporation _____ School _____ Grades _____

Date _____ Principal _____

This report should be made to the Superintendent of Schools at the end of the second week of school.

NAME OF PUPIL	SEX	DATE OF BIRTH	GRADE	NAME OF PARENT OR GUARDIAN	ADDRESS	CORPORATION OF WHICH PUPIL IS RESIDENT	DATE ENROLLED
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TEACHER'S REPORT ON INITIAL ENROLLMENT (Continued)

	NAME OF PUPIL	SEX	DATE OF BIRTH	GRADE	NAME OF PARENT OR GUARDIAN	ADDRESS	CORPORATION OF WHICH PUPIL IS RESIDENT	DATE ENROLLED
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ENROLLMENT BY GRADES

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS															
GIRLS															
TOTAL															

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
2. New pupils received during this attendance period:			
Original entries			
Transfers received from within the corporation			
Transfers received from other corporations in Indiana			
Transfers received from other states			
Reentries			
3. Total number of new pupils received during period			
4. Withdrawals:			
Permanent withdrawals			
Temporary withdrawals			
Transferred to another school in the corporation			
Transferred to another corporation in Indiana			
Transferred out of state			
5. Total number of withdrawals			
6. Pupils on roll at end of period (1 + 3 − 5)			
7. Total days enrolled			
8. Total days attendance			
9. Total days absence			
10. Total number tardies			
11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS.															
GIRLS															
TOTAL															

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

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Permanent withdrawals			
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Transferred to another school in the corporation			
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11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS.															
GIRLS															
TOTAL															

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

(Duplicate for teacher to retain in Register.)

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
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Transferred to another corporation in Indiana			
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9. Total days absence			
10. Total number tardies			
11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS.															
GIRLS															
TOTAL															

(Duplicate for teacher to retain in Register.)

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
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9. Total days absence			
10. Total number tardies			
11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS.															
GIRLS															
TOTAL															

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
2. New pupils received during this attendance period:			
Original entries			
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Transfers received from other states			
Reentries			
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Permanent withdrawals			
Temporary withdrawals			
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Transferred to another corporation in Indiana			
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8. Total days attendance			
9. Total days absence			
10. Total number tardies			
11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS															
GIRLS															
TOTAL															

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
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7. Total days enrolled			
8. Total days attendance			
9. Total days absence			
10. Total number tardies			
11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS															
GIRLS															
TOTAL															

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

(Duplicate for teacher to retain in Register)

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
2. New pupils received during this attendance period:			
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Transfers received from other states			
Reentries			
3. Total number of new pupils received during period			
4. Withdrawals:			
Permanent withdrawals			
Temporary withdrawals			
Transferred to another school in the corporation			
Transferred to another corporation in Indiana			
Transferred out of state			
5. Total number of withdrawals			
6. Pupils on roll at end of period (1 + 3 — 5)			
7. Total days enrolled			
8. Total days attendance			
9. Total days absence			
10. Total number tardies			
11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS															
GIRLS															
TOTAL															

(Duplicate for teacher to retain in Register.)

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
2. New pupils received during this attendance period:			
Original entries			
Transfers received from within the corporation			
Transfers received from other corporations in Indiana			
Transfers received from other states			
Reentries			
3. Total number of new pupils received during period			
4. Withdrawals:			
Permanent withdrawals			
Temporary withdrawals			
Transferred to another school in the corporation			
Transferred to another corporation in Indiana			
Transferred out of state			
5. Total number of withdrawals			
6. Pupils on roll at end of period (1 + 3 — 5)			
7. Total days enrolled			
8. Total days attendance			
9. Total days absence			
10. Total number tardies			
11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS															
GIRLS															
TOTAL															

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
2. New pupils received during this attendance period:			
Original entries			
Transfers received from within the corporation			
Transfers received from other corporations in Indiana			
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Reentries			
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4. Withdrawals:			
Permanent withdrawals			
Temporary withdrawals			
Transferred to another school in the corporation			
Transferred to another corporation in Indiana			
Transferred out of state			
5. Total number of withdrawals			
6. Pupils on roll at end of period (1 + 3 — 5)			
7. Total days enrolled			
8. Total days attendance			
9. Total days absence			
10. Total number tardies			
11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS.															
GIRLS															
TOTAL															

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
2. New pupils received during this attendance period:			
Original entries			
Transfers received from within the corporation			
Transfers received from other corporations in Indiana			
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Permanent withdrawals			
Temporary withdrawals			
Transferred to another school in the corporation			
Transferred to another corporation in Indiana			
Transferred out of state			
5. Total number of withdrawals			
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7. Total days enrolled			
8. Total days attendance			
9. Total days absence			
10. Total number tardies			
11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS.															
GIRLS															
TOTAL															

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

(Duplicate for teacher to retain in Register.)

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
2. New pupils received during this attendance period:			
Original entries			
Transfers received from within the corporation			
Transfers received from other corporations in Indiana			
Transfers received from other states			
Reentries			
3. Total number of new pupils received during period			
4. Withdrawals:			
Permanent withdrawals			
Temporary withdrawals			
Transferred to another school in the corporation			
Transferred to another corporation in Indiana			
Transferred out of state			
5. Total number of withdrawals			
6. Pupils on roll at end of period (1 + 3 — 5)			
7. Total days enrolled			
8. Total days attendance			
9. Total days absence			
10. Total number tardies			
11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS															
GIRLS															
TOTAL															

(Duplicate for teacher to retain in Register.)

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
2. New pupils received during this attendance period:			
Original entries			
Transfers received from within the corporation			
Transfers received from other corporations in Indiana			
Transfers received from other states			
Reentries			
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Permanent withdrawals			
Temporary withdrawals			
Transferred to another school in the corporation			
Transferred to another corporation in Indiana			
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GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS															
GIRLS															
TOTAL															

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
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Transfers received from within the corporation			
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Transfers received from other states			
Reentries			
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Permanent withdrawals			
Temporary withdrawals			
Transferred to another school in the corporation			
Transferred to another corporation in Indiana			
Transferred out of state			
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8. Total days attendance			
9. Total days absence			
10. Total number tardies			
11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS															
GIRLS															
TOTAL															

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
2. New pupils received during this attendance period:			
Original entries			
Transfers received from within the corporation			
Transfers received from other corporations in Indiana			
Transfers received from other states			
Reentries			
3. Total number of new pupils received during period			
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Permanent withdrawals			
Temporary withdrawals			
Transferred to another school in the corporation			
Transferred to another corporation in Indiana			
Transferred out of state			
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11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS															
GIRLS															
TOTAL															

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

(Duplicate for teacher to retain in Register)

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
2. New pupils received during this attendance period:			
Original entries			
Transfers received from within the corporation			
Transfers received from other corporations in Indiana			
Transfers received from other states			
Reentries			
3. Total number of new pupils received during period			
4. Withdrawals:			
Permanent withdrawals			
Temporary withdrawals			
Transferred to another school in the corporation			
Transferred to another corporation in Indiana			
Transferred out of state			
5. Total number of withdrawals			
6. Pupils on roll at end of period (1 + 3 — 5)			
7. Total days enrolled			
8. Total days attendance			
9. Total days absence			
10. Total number tardies			
11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS.															
GIRLS															
TOTAL															

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TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
2. New pupils received during this attendance period:			
Original entries			
Transfers received from within the corporation			
Transfers received from other corporations in Indiana			
Transfers received from other states			
Reentries			
3. Total number of new pupils received during period			
4. Withdrawals:			
Permanent withdrawals			
Temporary withdrawals			
Transferred to another school in the corporation			
Transferred to another corporation in Indiana			
Transferred out of state			
5. Total number of withdrawals			
6. Pupils on roll at end of period (1 + 3 — 5)			
7. Total days enrolled			
8. Total days attendance			
9. Total days absence			
10. Total number tardies			
11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS.															
GIRLS															
TOTAL															

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
2. New pupils received during this attendance period:			
Original entries			
Transfers received from within the corporation			
Transfers received from other corporations in Indiana			
Transfers received from other states			
Reentries			
3. Total number of new pupils received during period			
4. Withdrawals:			
Permanent withdrawals			
Temporary withdrawals			
Transferred to another school in the corporation			
Transferred to another corporation in Indiana			
Transferred out of state			
5. Total number of withdrawals			
6. Pupils on roll at end of period (1 + 3 — 5)			
7. Total days enrolled			
8. Total days attendance			
9. Total days absence			
10. Total number tardies			
11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS															
GIRLS															
TOTAL															

(Duplicate for teacher to retain in Register.)

TEACHER'S PERIODIC REPORT ON ATTENDANCE

Corporation ..... School ..... Grades .....

Attendance from ..... to .....

No. days of school ..... Principal .....

This report is to be made by monthly or six weeks periods as directed by the Superintendent.

	Boys	Girls	Total
1. Number of pupils on roll at end of last attendance period			
2. New pupils received during this attendance period:			
Original entries			
Transfers received from within the corporation			
Transfers received from other corporations in Indiana			
Transfers received from other states			
Reentries			
3. Total number of new pupils received during period			
4. Withdrawals:			
Permanent withdrawals			
Temporary withdrawals			
Transferred to another school in the corporation			
Transferred to another corporation in Indiana			
Transferred out of state			
5. Total number of withdrawals			
6. Pupils on roll at end of period (1 + 3 — 5)			
7. Total days enrolled			
8. Total days attendance			
9. Total days absence			
10. Total number tardies			
11. Average daily attendance (total days attended ÷ No. of days of school)			
12. Per cent of attendance			

GRADES	K	1	2	3	4	5	6	7	8	TOTAL 1-8	9	10	11	12	TOTAL 9-12
BOYS															
GIRLS															
TOTAL															

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

NEW PUPILS RECEIVED DURING PERIOD

Pupil	Source	Parent or Guardian	Resident of Corporation	Date

WITHDRAWALS DURING PERIOD

Pupil	Cause of Withdrawal	Parent or Guardian	Date

ILLEGAL ABSENCES

Pupil	Days Absent	Cause of Absence	Remarks

TEACHER'S FINAL REPORT ON ATTENDANCE

Corporation .....School.....Grades .....

Attendance from.....to..... No. days of school.....

	Boys	Girls	Total
1. Number enrolled during year by:			
Original entries			
Received by transfer from within corporation			
Received by transfer from other corporations in Indiana			
Received by transfer from other states			
2. Total enrollment			
3. Withdrawals:			
Permanent withdrawals			
Transfers to other schools in corporation			
Transfers to other corporations in Indiana			
Transfers out of state			
4. Total withdrawals			
5. Number of pupils on roll at end of year (equals total enrollment less withdrawals)			
6. Total days enrolled			
7. Total days attendance			
8. Total days absence			
9. Total number tardies			
10. Average daily attendance			
11. Per cent of attendance			
12. Number pupils transported			

ENROLLMENT BY GRADES

Count all pupils enrolled during the school year, excluding duplicate enrollments

Grade	K	1	2	3	4	5	6	7	8	Total	9	10	11	12	Total	
Boys																
Girls																
Total																

No. colored pupils enrolled; grades 1-8, boys_____, girls_____, total_____. Grades 9-12, boys_____, girls_____, total_____.

I hereby certify that the above is a true and correct report.

Signed_____

Teacher

(Duplicate for teacher to retain in Register.)

TEACHER'S FINAL REPORT ON ATTENDANCE

Corporation .....School.....Grades .....

Attendance from.....to..... No. days of school.....

	Boys	Girls	Total
1. Number enrolled during year by:			
Original entries			
Received by transfer from within corporation			
Received by transfer from other corporations in Indiana			
Received by transfer from other states			
2. Total enrollment			
3. Withdrawals:			
Permanent withdrawals			
Transfers to other schools in corporation			
Transfers to other corporations in Indiana			
Transfers out of state			
4. Total withdrawals			
5. Number of pupils on roll at end of year (equals total enrollment less withdrawals)			
6. Total days enrolled			
7. Total days attendance			
8. Total days absence			
9. Total number tardies			
10. Average daily attendance			
11. Per cent of attendance			
12. Number pupils transported			

ENROLLMENT BY GRADES

Count all pupils enrolled during the school year, excluding duplicate enrollments

Grade	K	1	2	3	4	5	6	7	8	Total	9	10	11	12	Total
Boys															
Girls															
Total															

No. colored pupils enrolled; grades 1-8, boys_____, girls_____, total_____. Grades 9-12, boys_____, girls_____, total_____.

I hereby certify that the above is a true and correct report.

Signed_____

Teacher

Teacher's Report of the Aggregate Attendance (First Report)

This report is the basis for apportioning state school funds. See directions on page 7.

Corporation ..... County ..... Date .....

1 Grades Reported on	2 Title of School	3 Number of Days This School Was in Operation During Period	4 No. Pupils Enrolled in These Grades	5 Aggregate Attendance	6 Av. Daily Attendance Col. 5 ÷ 3

A. Total listed above as enrolled.		
B. Pupils, included above, having legal residence within this corporation.		
C. Pupils, included above, legally transferred. (Transfer Certificate must be on file.)		
D. Pupils, included above, whose legal residence is in another corporation and attending without having presented legal transfer certificate, or without agreeing to pay full transfer cost computed according to statute.		

Sum of B, C, D must equal A.

I hereby certify that the above is a true and correct report.

Signed_____

Teacher

Teacher's Report of the Aggregate Attendance (Second Report)

This report is the basis for apportioning state school funds. See directions on page 7.

Corporation ..... County ..... Date .....

1 Grades Reported on	2 Title of School	3 Number of Days This School Was in Operation During Period	4 No. Pupils Enrolled in These Grades	5 Aggregate Attendance	6 Av. Daily Attendance Col. 5 ÷ 3

A. Total listed above as enrolled.		
B. Pupils, included above, having legal residence within this corporation.		
C. Pupils, included above, legally transferred. (Transfer Certificate must be on file.)		
D. Pupils, included above, whose legal residence is in another corporation and attending without having presented legal transfer certificate, or without agreeing to pay full transfer cost computed according to statute.		

Sum of B, C, D must equal A.

I hereby certify that the above is a true and correct report.

Signed_____

Teacher

RECORD OF NON-RESIDENT PUPILS

No.	Name of Pupil	Resident Corporation	Days Enrolled	Rec'd Transfer

RECORD OF NON-RESIDENT PUPILS

No.	Name of Pupil	Resident Corporation	Days Enrolled	Rec'd Transfer

(Duplicate for teacher to retain in Register.)

Teacher's Report of the Aggregate Attendance (First Report)

This report is the basis for apportioning state school funds. See directions on page 7.

Corporation ..... County ..... Date .....

1 Grades Reported on	2 Title of School	3 Number of Days This School Was in Operation During Period	4 No. Pupils Enrolled in These Grades	5 Aggregate Attendance	6 Av. Daily Attendance Col. 5 ÷ 3

A. Total listed above as enrolled.		
B. Pupils, included above, having legal residence within this corporation.		
C. Pupils, included above, legally transferred. (Transfer Certificate must be on file.)		
D. Pupils, included above, whose legal residence is in another corporation and attending without having presented legal transfer certificate, or without agreeing to pay full transfer cost computed according to statute.		
Sum of B, C, D must equal A.		

I hereby certify that the above is a true and correct report.

Signed_____

Teacher

(Duplicate for teacher to retain in Register.)

Teacher's Report of the Aggregate Attendance (Second Report)

This report is the basis for apportioning state school funds. See directions on page 7.

Corporation ..... County ..... Date .....

1 Grades Reported on	2 Title of School	3 Number of Days This School Was in Operation During Period	4 No. Pupils Enrolled in These Grades	5 Aggregate Attendance	6 Av. Daily Attendance Col. 5 ÷ 3

A. Total listed above as enrolled.		
B. Pupils, included above, having legal residence within this corporation.		
C. Pupils, included above, legally transferred. (Transfer Certificate must be on file.)		
D. Pupils, included above, whose legal residence is in another corporation and attending without having presented legal transfer certificate, or without agreeing to pay full transfer cost computed according to statute.		
Sum of B, C, D must equal A.		

I hereby certify that the above is a true and correct report.

Signed_____

Teacher

RECORD OF NON-RESIDENT PUPILS

No.	Name of Pupil	Resident Corporation	Days Enrolled	Rec'd Transfer

RECORD OF NON-RESIDENT PUPILS

No.	Name of Pupil	Resident Corporation	Days Enrolled	Rec'd Transfer

Due the last day of School

Teacher's Final Report of Aggregate Attendance of Pupils

of

_____ School _____ Indiana
Name or number Name or city, town or township

For period from _____ to _____

This report is to be made at the end of the school year by the teacher of each elementary grade and by the attendance clerk or the principal of each high school. All pupils who have attended the school at any time during the school year should be included. Directions for making the report are given in Section V, page 8 of this Register. Reports are to be filed with the Superintendent of Schools.

1	2	3	4	5 DATE OF BIRTH			NUMBER OF DAYS PRESENT	
							6	7
NO.	NAME OF PUPIL	CORPORATION IN WHICH PUPIL HAS LEGAL RESIDENCE	GRADE	MONTH	DAY	YEAR	IF LEGAL RESIDENCE IS INSIDE LOCAL CORPORATION	IF LEGAL RESIDENCE IS OUTSIDE LOCAL CORPORATION (TRANSFERRED PUPILS)

Final Report of the Aggregate Attendance

(Continued)

1	2	3	4	5			NUMBER OF DAYS PRESENT	
				DATE OF BIRTH			6	7
NO.	NAME OF PUPIL	CORPORATION IN WHICH PUPIL HAS LEGAL RESIDENCE	GRADE	MONTH	DAY	YEAR	IF LEGAL RESIDENCE IS INSIDE LOCAL CORPORATION	IF LEGAL RESIDENCE IS OUTSIDE LOCAL CORPORATION (TRANSFERRED PUPILS)

8. Number of pupils reported on _____
(From Column No. 1 Above.)

9. Number of Days School was in Operation _____

10. Date Report was made _____

11.

Total Days Attendance of Pupils Whose Residence is Inside Local Corporations. Days ..... _____
(From Column No. 6 Above.)

12.

Total Days Attendance of Pupils Whose Residence is Outside Local Corporations. (Transferred Pupils). Days ..... _____
(From Column No. 7 Above.)

The Undersigned Say the Above is a True and Correct Report

Signed _____
Principal, Trustee or Superintendent

Signed _____
Teacher or Record Clerk

(Duplicate for teacher to retain in Register)

Due the last day of School

Teacher's Final Report of Aggregate Attendance of Pupils

of

_____ School _____ Indiana

Name or number — Name or city, town or township

For period from _____ to _____

This report is to be made at the end of the school year by the teacher of each elementary grade and by the attendance clerk or the principal of each high school. All pupils who have attended the school at any time during the school year should be included. Directions for making the report are given in Section V, page 8 of this Register. Reports are to be filed with the Superintendent of Schools.

1	2	3	4	5			NUMBER OF DAYS PRESENT	
				DATE OF BIRTH			6	7
NO.	NAME OF PUPIL	CORPORATION IN WHICH PUPIL HAS LEGAL RESIDENCE	GRADE	MONTH	DAY	YEAR	IF LEGAL RESIDENCE IS INSIDE LOCAL CORPORATION	IF LEGAL RESIDENCE IS OUTSIDE LOCAL CORPORATION (TRANSFERRED PUPILS)

Final Report of the Aggregate Attendance

(Continued)

1	2	3	4	5			NUMBER OF DAYS PRESENT	
				DATE OF BIRTH			6	7
NO.	NAME OF PUPIL	CORPORATION IN WHICH PUPIL HAS LEGAL RESIDENCE	GRADE	MONTH	DAY	YEAR	IF LEGAL RESIDENCE IS INSIDE LOCAL CORPORATION	IF LEGAL RESIDENCE IS OUTSIDE LOCAL CORPORATION (TRANSFERRED PUPILS)

8. Number of pupils reported on _____
(From Column No. 1 Above.)

9. Number of Days School was in Operation _____

10. Date Report was made _____

11.

Total Days Attendance of Pupils Whose Residence is Inside Local Corporations. Days ..... _____
(From Column No. 6 Above.)

12.

Total Days Attendance of Pupils Whose Residence is Outside Local Corporations. (Transferred Pupils). Days ..... _____
(From Column No. 7 Above.)

The Undersigned Say the Above is a True and Correct Report

Signed _____
Principal, Trustee or Superintendent

Signed _____
Teacher or Record Clerk

TEACHER'S TERM END REPORT ON SCHOLARSHIP AND ATTENDANCE

Corporation _____ School _____ Grades _____

Date _____ Principal _____

This report should be made to the superintendent or principal at the end of the school term. See directions p. 9.

Name of Pupil	Grade This Year	Days Enrolled	Days Present	Days Absent	Times Tardy	Language Arts	Reading	Oral & Writ. Exp.	Writing	Spelling	Social Studies	History	Geography	Civics	Mathematics	Elem. Science	Health	Physical Educ.	Practical Arts	Home Econ.	Agriculture	Indust. Arts	Fine Arts	Music	Art							Grade Next Year	Cause of Failure or Non-Promotion
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NAME OF PUPIL	GRADE THIS YEAR	DAYS ENROLLED	DAYS PRESENT	DAYS ABSENT	TIMES TARDY	LANGUAGE ARTS	READING	ORAL & WRIT. EXP.	WRITING	SPELLING	SOCIAL STUDIES	HISTORY	GEOGRAPHY	CIVICS	MATHEMATICS	ELEM. SCIENCE	HEALTH	PHYSICAL EDUC.	PRACTICAL ARTS	HOME ECON.	AGRICULTURE	INDUST. ARTS	FINE ARTS	MUSIC	ART							GRADE NEXT YEAR	CAUSE OF FAILURE OR NON-PROMOTION
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Total

Number pupils completed elementary school; boys_____, girls _____, total _____.

I hereby certify that the above is a true and correct report.

Percent of attendance _____.

Average daily attendance _____.

Signed _____ Teacher

TEACHER'S TERM END REPORT ON SCHOLARSHIP AND ATTENDANCE

Corporation _____ School _____ Grades _____

Term Ending _____ Principal _____

This report should be made to the superintendent or principal at the end of the school term. See directions p. 9.

	NAME OF PUPIL	GRADE THIS YEAR	DAYS ENROLLED	DAYS PRESENT	DAYS ABSENT	TIMES TARDY	LANGUAGE ARTS	READING	ORAL & WRIT. EXP.	WRITING	SPELLING	SOCIAL STUDIES	HISTORY	GEOGRAPHY	CIVICS	MATHEMATICS	ELEM. SCIENCE	HEALTH	PHYSICAL EDUC.	PRACTICAL ARTS	HOME ECON.	AGRICULTURE	INDUST. ARTS	FINE ARTS	MUSIC	ART							GRADE NEXT YEAR	CAUSE OF FAILURE OR NON-PROMOTION
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Number pupils completed elementary school; boys_____, girls _____, total _____.

I hereby certify that the above is a true and correct report.

Percent of attendance _____.

Average daily attendance _____.

Signed _____ Teacher

TEACHER'S TERM END REPORT ON SCHOLARSHIP AND ATTENDANCE

Corporation _____ School _____ Grades _____

Date _____ Principal _____

This report should be made to the superintendent or principal at the end of the school term. See directions p. 9.

	Name of Pupil	Grade This Year	Days Enrolled	Days Present	Days Absent	Times Tardy	Language Arts	Reading	Oral & Writ. Exp.	Writing	Spelling	Social Studies	History	Geography	Civics	Mathematics	Elem. Science	Health	Physical Educ.	Practical Arts	Home Econ.	Agriculture	Indust. Arts	Fine Arts	Music	Art							Grade Next Year	Cause of Failure or Non-Promotion
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Total

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I hereby certify that the above is a true and correct report.

Percent of attendance _____.

Signed _____
Teacher

Average daily attendance _____.

TEACHER'S TERM END REPORT ON SCHOLARSHIP AND ATTENDANCE

Corporation _____ School _____ Grades _____

Term Ending _____ Principal _____

This report should be made to the superintendent or principal at the end of the school term. See directions p. 9.

	NAME OF PUPIL	GRADE THIS YEAR	DAYS ENROLLED	DAYS PRESENT	DAYS ABSENT	TIMES TARDY	LANGUAGE ARTS	READING	ORAL & WRIT. EXP.	WRITING	SPELLING	SOCIAL STUDIES	HISTORY	GEOGRAPHY	CIVICS	MATHEMATICS	ELEM. SCIENCE	HEALTH	PHYSICAL EDUC.	PRACTICAL ARTS	HOME ECON.	AGRICULTURE	INDUST. ARTS	FINE ARTS	MUSIC	ART							GRADE NEXT YEAR	CAUSE OF FAILURE OR NON-PROMOTION
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Average daily attendance _____.